



TOWN OF UPTON, MASSACHUSETTS

OFFICE OF THE TOWN MANAGER

Communications Officer Part-Time – Police Department

The Town of Upton seeks to hire one person to fill the part-time position (on call as needed) of **Communications Officer**. Position reports to the Police Chief. The Communications Officer is responsible for receiving routine and emergency telephone calls for police, fire and emergency medical services, assigning and dispatching radio calls, maintaining incident logs and files, videotaping arrests, and ensuring the safety and well-being of incarcerated persons. Classifies incoming calls as to degree of urgency, determine which unit(s) to assign and dispatch radio calls. Assist public by providing information or referral via telephone or in-person. Maintain records for the Fire and EMS department, and file reports. Provide emergency first-aid instructions over the telephone. Monitor multiple radio frequencies and communicate with other police officers and fire personnel from mutual aid communities. Monitor performance of communications equipment. Starting Salary: \$19.92/hour, DOE.

A town application must be submitted to jobs@uptonma.gov. Applications will be accepted until position filled.

The Town of Upton is an EEO/AA employer